# How to Use DocuSign for CoC Forms

*Please thoroughly read this guide on how to prepare and submit your documents via DocuSign.*

**If the form is set up for DocuSign in the CoC folder:**

Step 1: Go to DocuSign for Georgia Tech https://esignature.gatech.edu

Step 2: Login to DocuSign using your GT credentials

Step 3: Once logged in to DocuSign:

A. Click “Templates” heading
B. Within left banner, click SHARED FOLDERS *(if you do not see this folder click “Show More” first)*
C. Click the caret arrow next to “_Students” to expand the folder
D. Click the caret arrow next to “COC” to expand the folder
E. Click “Registration” folder to view CoC forms

Step 4: Click the USE button on the desired form.

Step 5: Using the DocuSign address book, complete the Recipients section of the form. Please make the final recipient of the MSCS Thesis Form Rebecca Wilson (rw175@gatech.edu). For all other forms (including MSCS Project forms), final recipient should be Rebecca Wilson (rw175@gatech.edu).

Step 6: Edit the "Email Subject" to include your first and last name [Last name, First name].

Step 7: Click SEND.

Step 8: You as the student will be the first recipient of the form in DocuSign. Complete the necessary fields and when finished, click FINISH.

The form will be routed automatically to other recipients to review and sign. Once completed, all recipients receive the signed and completed form via email. You can check the progress of the form in your DocuSign account.

**If the form isn’t set up in the CoC folder for DocuSign:**

Step 1- Find the form you want to sign via DocuSign. An example would be the Petition to the Faculty form or the Graduate Change of Major form located on the Registrar’s website. https://registrar.gatech.edu/forms

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Step 2: Login to DocuSign using your GT credentials at https://esignature.gatech.edu

Step 3- From the DocuSign home page, click the START button and choose “Send an Envelope”

Step 4- Upload the document you want to sign electronically using the UPLOAD button

Step 5- Using the DocuSign address book, complete the Recipients section of the form. For Example, a Petition to the Faculty form would need to be signed by the student (first signer) and your program advisor (second signer).

Step 6: Edit the "Email Subject" to include your first and last name [Last name, First name].

Step 7: Click the NEXT button on the bottom right corner of the screen.

Step 8: For each signer, you can select where they need to sign by selecting the signer’s name at the top left drop down box, then dragging the “Signature” and “Date Signed” fields into the document.

Step 9: Click the SEND button at the bottom right.

The form will be routed automatically to all the recipients you have selected to review and sign. Once competed, all recipients receive the signed and completed form via email.
You can check the progress of the form in your DocuSign account.

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